

2010 CITIZENS HANDBOOK

CITY OF GREENVILLE, NC



CITY MANAGER'S OFFICE
CITY OF GREENVILLE, NC



MANAGER'S MESSAGE

The City of Greenville is an exceptional place to live with quality services provided by a dedicated City employee workforce.

This citizen's handbook provides information and contact numbers for the many diverse programs and services the City offers our citizens. This guide also provides an insight on how your City government operates and the many opportunities available for you to volunteer on City boards and commissions.

I invite you to call any of the City's Departments and staff if you have any questions or if you would like to obtain additional information.

Thank you for your interest in the City of Greenville. We hope you find the enclosed information on City services helpful.

**Wayne Bowers
City Manager**

"The City of Greenville is dedicated to providing all citizens with quality services in an open, ethical manner, insuring a community of distinction for the future."



TABLE OF CONTENTS

City Seal and Flag	4
About Our City	5
Mayor and City Council	6
City Administration	9
City Services	12
City Boards and Commissions	34
City Offices and Phone Numbers	38
Helpful Area Information	42
Helpful Area Telephone Numbers	46

CITY SEAL AND FLAG

The Seal of the City of Greenville was developed by H.H. Duncan, City Clerk, along with Mrs. R.B. Starling and designer Mr. K.A. Conway. Their work began in 1952.

Two elements dominate the seal. The influence of the Bright-Leaf Tobacco industry on our city and Pitt County is represented by the hank of "Golden Leaf". Equally prominent is the proud presence of East Carolina University, formerly East Carolina Teachers College. The City of Greenville's educational advantages are represented by the diploma scroll and the figure dressed in an academic cap and gown. Since Greenville was established in 1774, this is the date used for the seal.



City Council approved the seal's design on April 11, 1957.

The City Flag was envisioned in 2006 by Council Member Larry Spell and designed by Public Information Officer Steve Hawley. It has a field of green to represent the city, a horizontal stripe of blue through the middle to represent the Tar River, and the City Seal in the middle.



City Council approved the flag's design on May 8, 2006.

ABOUT OUR CITY

Greenville was founded in 1771 as "Martinsborough," after the Royal Governor Josiah Martin. In 1774 the town was moved to its present location on the south bank of the Tar River, three miles west of its original site. In 1786, the name was changed to Greenesville in honor of General Nathanael Greene, the Revolutionary War hero, and later shortened to Greenville.

During Greenville's early years, the Tar River was a navigable

waterway; and by the 1860's there were several established riverboat lines transporting passengers and goods up and down the river. Cotton was the leading agricultural crop, and Greenville became a major cotton export center. Before the turn of the century, however, tobacco surpassed cotton and became the leading money crop. Greenville became one of the State's leading tobacco marketing and warehouse centers.

For over a century, Greenville was recognized only for being an important tobacco market and the home of a small State-supported college. By the mid 1960's, a new image began to evolve. The small college, East Carolina Teachers College, had become the third largest State-supported college, and enrollment approached 8,000 students--twice the 1960 enrollment figure. In 1967, it became East Carolina University. The ECU Medical School admitted its first four-year class in 1977. At the turn of this century, ECU's enrollment topped 18,000.

Greenville's current economic development began in 1968 when Burroughs Wellcome, a major pharmaceutical research and manufacturing firm, chose Greenville as its home. The site is now owned by DSM Pharmaceuticals and employs approximately 1,400. The City and Pitt County have become home to many other major industries and businesses including Rubbermaid, NACCO Materials Handling Group, & ASMO. University Health Systems and Pitt County Memorial Hospital serve a 29-county region, providing state-of-the-art healthcare choices.

Greenville is a major industrial and economic center for eastern North Carolina and home to the Eastern Office of the North Carolina Biotechnology Center.

For your interest, here are other sources of information about the history of Greenville: Greenville by Roger Kammerer and Candace Pearce, Greenville, Heart of the East by Mary Jo Jackson Bratton, and The Architectural Heritage of Greenville, North Carolina edited by Michael Cotter, history by Mary Hollis Barnes.

The City covers approximately 35 square miles and has a population of 76,058. The annual City operating budget is approximately \$86 million. The property tax rate (ad valorem) is \$.52 per \$100 assessed value.

CITY COUNCIL

Greenville has used the Council-Manager form of government since 1953. Under this form of government, the City Council, which is elected by the people, is the final authority on policy matters relating to Greenville's government. The City Council employs a City Manager to handle the day-to-day management and operations of the City.

Mayor and City Council

The Mayor and City Council are the governing body of the City. The Mayor acts as the official head of the government and spokesperson for the Council. The Mayor presides at all City Council meetings and signs all documents authorized by the Council.

The Mayor Pro-Tem is selected by each newly-elected Council. This person assumes mayoral duties in the absence of the Mayor.



Mayor Pat Dunn
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Bryant Kittrell
At-Large / Mayor Pro-Tem
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The Mayor and City Council are responsible for establishing general policies for the operation of the City as well as appointing the City Manager, City Attorney, City Clerk, and members of the volunteer Boards and Commissions. The Council enacts ordinances, resolutions, and orders; adopts the annual budget; approves the financing of all City operations; and authorizes contracts on behalf of the City.

City Council Meetings

The public is invited and encouraged to attend City Council meetings. Those meetings are held on the second Thursday of each month at 7:00 p.m. in the Council Chambers, located on the third floor of City Hall. There is an opportunity for public comments during the Thursday meetings. The City Council also meets on the Monday before the second Thursday and the second Monday following the Thursday meeting at 6:00 p.m. Meeting agendas are published on the City's website and in the Daily Reflector newspaper. They are also available from the City Clerk's Office.

Elections

Elections are held every other November (in odd years) for Mayor and six City Council Members. Elections are non-partisan. Candidates run for office under a system electing five district representatives, one at-large City Council Member, and the Mayor.

CITY ADMINISTRATION

City Attorney's Office - David A. Holec, City Attorney

The City Attorney provides legal advice to the Mayor, City Council, City Manager, boards and commissions, and City departments. The City Attorney also represents the City in court cases. This department also handles citizen inquiries regarding City ordinances. Call 329-4426.

City Clerk's Office - Wanda T. Elks, City Clerk

The City Clerk's office provides administrative support to the

Mayor and City Council. The Clerk is also the keeper of all records of the City including ordinances, resolutions, minutes of City Council meetings, contracts, and a Talent Bank of citizen volunteers. Call 329-4423.

City Manager's Office - Wayne Bowers, City Manager

The City Manager is the chief administrative officer for the City. He is appointed by the City Council and manages the day-to-day operations of the City. Included in the City Manager's Office is the Assistant City Manager, who oversees several departments, as well as the Public Information Office and its operation of the Government Access Channel. Call 329-4432.

Community Development - Merrill Flood, Director

The Community Development Department activities include subdivision review, annexations, greenways, environmental concerns, housing development, maintenance of the comprehensive plan, zoning/rezoning assistance, historic preservation, and zoning enforcement. Call 329-4504.

Financial Services - Bernita W. Demery, Director

The Financial Services Department is responsible for maintaining accurate and complete records of the City's income, expenses, and all financial transactions. The Financial Services functions include accounts payable, purchasing, payroll, investment management, debt management, business licenses, parking tickets, rescue billing and collection, as well as the City's budget and audit. This department also administers the Minority and Women's Business Enterprise (M/WBE) Program for the City and Greenville Utilities Commission. Financial Services has received two levels of award for financial reporting by the Government Finance Officers' Association: the Certificate of Achievement for Excellence in Financial Reporting for eighteen consecutive years and the Distinguished Budget Award for the first time in 2007. Call 329-4444.

Fire/Rescue - Sandy Harris, Interim Chief

The Fire/Rescue Department provides fire protection, fire prevention, and emergency medical services from six stations. The Department has a Class 3 Insurance Rating. Greenville Fire/

Rescue personnel are certified Emergency Medical Technicians or Paramedics. The Life Safety Services Division makes inspections of all commercial buildings in the City and the extraterritorial jurisdiction (ETJ). For non-emergency assistance, call 329-4390. In the event of an emergency, call 9-1-1.

Human Resources - Gerry Case, Director

The Human Resources Department keeps a listing of all job descriptions and vacancies, develops and implements employee training programs, and administers employee benefits. The City of Greenville is proud to be an equal opportunity employer. Call 329-4492.

Information Technology - S. Rex Wilder, Director

This department maintains and supports computer hardware and software for all City departments. The City utilizes AS-400 systems, personal computer networking, and GIS. Call 329-4068.

Police - William J. Anderson, Chief


The nationally accredited Police Department focuses on the protection of lives and property, the provision of programs and services that foster community crime prevention awareness and participation, the repression and apprehension of offenders, the maintenance of public order, and the protection of the constitutional rights of all people. For non-emergencies, call 329-3937. In the event of an emergency, call 9-1-1.

Public Works – Wesley Anderson, Director

The Public Works Department is responsible for traffic services; street maintenance; bus service; recycling and sanitation services; fleet management; engineering; City-owned cemeteries, and the upkeep of City buildings and grounds. This department also handles building permits, construction inspections, and the Stormwater Utility Program. Call 329-4522.

Recreation and Parks – Gary Fenton, Director

The Recreation and Parks Department provides a variety of athletic, recreational, and arts and crafts activities for all ages and special populations. The department maintains over 25 parks and



recreational facilities, including 4 gymnasiums, 8 recreation centers, a swimming pool, the Aquatics and Fitness Center, Bradford Creek Golf Course, the Greenville Toyota Amphitheater, River Park North, and River Birch Tennis Center. Call 329-4567.

CITY SERVICES

Abandoned and Junked Vehicles

Greenville has an ordinance which prohibits the abandonment of vehicles on public and private property. To report an abandoned/junked vehicle located on a street, call the Police Department at 329-4315. To report a vehicle on private property, call the Code Enforcement Division at 329-4300. If in violation of the ordinance, the vehicle will be tagged and moved within a designated length of time.

Address Verification/House Numbers

The Engineering Division of the Public Works Department assigns house numbers. To verify an address, call 329-4479.

Adopt-A-City-Street Program

Groups are encouraged to adopt at least one mile of a major street or thoroughfare to be cleaned up once per calendar quarter. The Public Works Department provides trash bags and safety vests. Interested groups must complete an application and submit it to the Public Works Department. Contact the Public Works Department at 329-4524.

Affordable Housing

This program involves new construction and the rehabilitation/resale of existing homes. The new homes are attractive, are energy efficient, and offer the buyer similar options as market built homes. For more information, call the Affordable Housing Division of the Community Development Department at 329-4481.

Airport

US Air offers flights in and out of the Pitt-Greenville Airport each day. The airport, located off North Memorial Drive on Airport Road, is managed, operated, and maintained by the Pitt-Greenville Airport Authority. Call 758-4707 for more information.

Alarm Permits

The City of Greenville recently enacted a False Alarm Ordinance designed to encourage alarm users to properly use and to maintain the operational effectiveness of alarm systems, and to reduce or eliminate false alarms which unduly divert police resources. The Ordinance requires all alarm systems to be permitted. To find out more about the permits, contact the Greenville Police at 329-4897 or alarms@greenvillenc.gov.

Animal Control/Animal Shelter

Animal Control, a division of the Police Department, handles licensing and control of animals, answers complaints and calls related to animals (tame and wild), and enforces the City's Animal Control Ordinance. The Animal Shelter is located on County Home Road. (See also Leash Law and Licenses.) Call the Animal Shelter at 902-1725, Animal Control at 329-4387 or the Police Department at 329-3937.

Aquatics and Fitness Center

The Recreation and Parks Department operates the Greenville Aquatics and Fitness Center at 921 Staton Boulevard. The Center has an indoor pool, aerobic/toning classes, a gymnasium, free weights, children's programs, a supervised nursery, fitness evaluations, locker/shower facilities, stair climbers, treadmills, lifecycles, indoor walking/jogging, swimming lessons, water aerobics, water sports, and wellness programs. A reasonable membership fee is required. Call 329-4041.

Arborist

The City has an Arborist on staff to enforce the regulations regarding trees, administer the City's urban landscape program, and advise citizens about proper tree and shrub care. Call Public Works at 329-4531.

Art in City Hall

The City has a partnership with the Greenville Museum of Art Artist Association to display art in the halls of City Hall. Visitors to City Hall may pick up a guide from the reception desk.

Arts and Crafts Programs

The Recreation and Parks Department sponsors programs for youths and adults. Arts and crafts programs are held at the Center for Arts and Crafts at Jaycee Park. Call 329-4546.

Assistance for Disabled Persons

Disabled citizens requiring special accommodations to access City facilities, programs or meeting participation, or other City services should call 329-4494 for information.

Athletic Programs

The Recreation and Parks Department sponsors a variety of athletic programs for youth and adults. Programs include flag football, soccer, cheerleading, basketball, baseball, softball, tennis, volleyball, and whiffleball. Call 329-4550.

“Bicycle” Auction

This was an annual auction of recovered and unclaimed property (except firearms) held periodically by the Police Department. This has been replaced by a continual online auction. For details, visit our website at www.greenvillenc.gov.

Blood Drives

The City sponsors six blood drives each year for the American Red Cross. Employees and other citizens are encouraged to “give the gift of life” by donating during these drives. For more information, contact the City Manager’s Office at 329-4432.

Boards and Commissions

All boards and commissions consist of citizen volunteers who are appointed to serve specific terms. The City Clerk’s Office maintains a Talent Bank of applications from citizens who have expressed an interest in serving on a board or commission. For additional information or a Talent Bank application, visit www.greenvillenc.gov or call the City Clerk’s Office at 329-4423.

Building Inspections

Inspections are required after obtaining building, electrical, plumbing, or mechanical permits. To schedule an inspection, call the Inspections Division of the Public Works Department at 329-4466.

Building Permits

Building permits are required to erect, enlarge, alter, remove, demolish, or repair a structure within the City and its ETJ. Permit fees vary according to the type of construction. Call the Inspections Division of the Public Works Department at 329-4466 or Fax number 329-4424.

Buildings and Grounds Division

This division of the Public Works Department is responsible for tree planting, trimming, and removal; grass cutting; City beautification projects; and maintenance of City buildings and grounds. Call 329-4531.

Burning Trash

Burning of trash (including leaves) within the City limits is prohibited by law.

Bus Service

Greenville Area Transit (GREAT) is a public bus system owned by the City of Greenville and operated by the Transit Division of the Public Works

Department. Service is provided on four fixed routes six days a week from 6:25 a.m. to 7:00 p.m. weekdays and from 9:00 a.m. - 6:00 p.m. on Saturdays. In addition, there is service to Pitt Community College from 7:50 a.m. to 4:50 p.m. on weekdays. Buses do not run on Sundays or certain City holidays. All GREAT buses are equipped with bike racks under the "Bike 2 Bus" program. There is no extra charge for this convenience. GREAT meets all ADA accessibility standards, and buses are designed to carry two wheelchairs. ADA paratransit service is provided as a complement to the regular bus routes for eligible individuals. For a schedule and complete information, call 329-4532 or visit the Public Works Transit Division at www.greenvillenc.gov.

Business Licenses

All businesses in the City are required to obtain an annual business or privilege license from the Financial Services Department. Prior to issuance of this license, zoning approval must be obtained from the Community Development Department, and the building establishment must be inspected by the Building Inspector and the Fire Marshall to ensure compliance with code requirements. Currently, business license renewals and payments can be made online at www.greenvillenc.gov under Financial Services Online Payment. Call 329-4450.

Cable TV

The City of Greenville's Public Information Office operates a government access channel (GTV9) on cable channel 9. You can find a great deal of information about the City government's programs, projects and events on this channel. For information about GTV9, please call 329-2489. The City Council also provides funding for a public access channel on cable channel 23. To submit your programs to the public access channel, please contact them directly at 439-2303.

The State has a franchise agreement with SuddenLink to provide cable service to the citizens of Greenville. To report concerns about unresolved issues with your Cable TV service, call the North Carolina Attorney General's Office at 877-566-7226.

Calendars of Meetings and Events

The City posts a calendar of meetings and events online at www.greenvillenc.gov. The Convention and Visitors Bureau also maintains a calendar of festivals, art exhibits, performing arts events, and other cultural events at www.visitgreenvillenc.com. Call 329-4200.

Caring is Sharing Food Drive

The City sponsors this food drive each year to benefit those less fortunate. Some of the programs assisted include the Greenville Community Shelter, JOY Soup Kitchen, New Directions, Pitt County Council on Aging, and the Salvation Army. For more information, call the City Manager's Office at 329-4433.

Cemeteries

The City currently owns and operates four cemeteries: Brownhill, Cherry Hill, Greenwood, and Homestead. Plots are available for sale in Homestead Cemetery. The Public Works Department is responsible for the records, maintenance, and upkeep of all of them. For purchase information or cemetery deed inquiries as well as grave opening/closing permits, call 329-4688. If you have a question about cemetery maintenance or appearance, call the Buildings and Grounds Division at 329-4529.

Charter Bus Service

A City bus is available for charter service to take groups on day trips within North Carolina. Rates are reasonable. Charter service is available seven days a week. For information, call the Transit Division of the Public Works Department at 329-4532.

Citizen Concerns

If you have a concern regarding City services, programs, or issues and are not sure which department to call, call the Citizen Action Line at 329-CITY (2489). You can also access the Citizen Access Line via the web at www.greenvillenc.gov.

Citizens' Academy

The Academy was created to give citizens a broad understanding of and encourage their participation in City government. This seven-week program introduces citizens to all aspects of City government. To register or get more information, call the Public Information Officer at 329-2489.

Citizens' Police Academy

As part of its community oriented policing philosophy, the Greenville Police Department implemented the Citizens' Police Academy. This training program meets for two hours per week for 10 consecutive weeks. Participants receive instruction/orientation in areas such as Public Affairs/Media Relations, Accreditation, Community Policing, Crime Prevention, Search and Seizure, Use of Force, Internal Affairs, Accident Investigation, DWI Enforcement, Training, Emergency Response Team, Firearm Safety,

Narcotics/Vice, ID Training, General/Major Crimes, Domestic Violence, Victim Assistance, Communications, and Courtroom Procedures. For more information, contact the Police Department at 329-4158.

City Flower

The City flower is the crepe myrtle. Citizens may donate to the City's Beautification Fund to support landscape and beautification projects in the City. Call the Buildings and Grounds Division of the Public Works Department at 329-4531.

City Page

The City Page is an ad printed in the Monday edition of The Daily Reflector that advertises various items of interest such as meetings, recreational programs, events, services, legal notices, etc., to keep residents informed. For more information, call the Public Information Office at 329-2489.

cityscene

This is a bi-weekly television program produced by the Public Information Office. **cityscene's** main purpose is to provide citizens an inside look at the City government's programs, projects, events, and people. To make a request for some information to be placed on cityscene, please call 329-4131.

Codes and Ordinances

The codes and ordinances of the City are available for review on the City's website (www.greenvillenc.gov) as well as at the City Clerk's Office in City Hall, Sheppard Memorial Library, and ECU's Joyner Library. Call 329-4422.

Code Enforcement (formerly Neighborhood Services)

This division of the Police Department manages the enforcement of City ordinances such as weeded lots, public nuisances, junked and/or abandoned vehicles, parking on unimproved surfaces, minimum housing standards, and three unrelated. For more information, call 329-4300.

Collections Office

This office is a division of the Financial Services Department and serves as a centralized collection point for all money due the City (excluding taxes, which are collected by the Pitt County Tax Collector's Office). The Collections Office is open during regular business hours M-F 8 am - 5 pm on the first floor of City Hall. Parking payments and business license renewals may also be made online at www.greenvillenc.gov in the eServices

section. Call 329-4450.

Community Appearance

The City makes great efforts to see that our community stays clean and attractive. For further information, see Buildings and Grounds Division, Code Enforcement, and the Community Appearance Commission.

Community Watch Program

The Police Department sponsors and coordinates Community Watch neighborhood programs throughout the City. For more information on establishing a Community Watch group, call the Police Public Affairs/Crime Prevention Unit at 329-4355.

Comprehensive Plan

The Comprehensive Plan defines the City's long-range plans for future development. It contains elements on land use, transportation, community facilities, urban design, and housing. You can view the Plan on the City's website at www.greenvillenc.gov or call 329-4498.

Construction Plan Review

The Inspections Division of the Public Works Department must review residential and commercial construction plans. Call 329-4466.

Convention Center

The Greenville Convention Center, located at 303 SW Greenville Boulevard, is available for events and meetings. Call 321-7671 or check out the website at www.greenvilleconventioncenter.com.

Cool Cities Initiative

The City of Greenville is committed to helping save the environment as evidenced by its recycling program, its low-emissions diesel fleet of trucks, and the changeover to hybrid vehicles, among other things. In recognition, the Sierra Club declared Greenville as a "Cool City."

Crime Prevention

The Police Department has 45 community oriented policing programs in place to assist and protect citizens of Greenville. For more information regarding crime prevention, contact the Crime Prevention Unit of the Police Department, 329-4158.

Crime Stoppers

Pitt-Greenville Crime Stoppers will pay a monetary reward for information, given anonymously, that leads to the recovery of stolen

property, narcotics, or an arrest in Pitt County. These rewards are funded from private donations. Call Crime Stoppers at 758-7777.

D.A.R.E. Program

The Drug Abuse Resistance Education Program is sponsored by the Police Department and is taught to 5th graders in the public school system, some private schools, and home-schoolers. Call 329-4362.

Demographic Information

An information packet is available from the Community Development Department that includes basic statistical data, population projections, census information, and a census tract map. Call 329-4498.

Disc Golf

An 18-hole disc golf course is open for use at West Meadowbrook Park. The course is a joint project between the City's Recreation and Parks Department and the Greenville Disc Golf Club and begins near the Matthew Lewis Picnic Shelter. Parking is available at the picnic shelter. The course is open daily until dusk with no charge. Call 329-4567.

Disabled Services

To find out what services are available for disabled citizens of Greenville, please call the Independent Living Program at 830-3471.

Drainage

To report drainage problems, call the Street Maintenance Division of the Public Works Department at 329-4530.

Emergency Management Plan/Preparedness

Greenville's Emergency Management Plan is designed for use in all natural and man-made disasters or emergency situations. The purpose of the plan is to prevent or lessen the effect of disasters and emergency situations on the people of the City of Greenville. The Fire/Rescue Chief serves as the Emergency Management Coordinator for the City. For more information, call 329-4404 or FEMA at 1-800-621-FEMA.

Emergency Medical Services

The Fire/Rescue Department provides advanced life support, rescue, and ambulance transport services at the paramedic level. These services include caring for victims of vehicle crashes, accidents, and sudden illnesses.

Employment Opportunities

The Human Resources Department has information on job openings within the City government. For a listing of available positions, please visit the City's website at www.greenvillenc.gov or call the Job Vacancy Line at 329-4055. The City is an equal opportunity employer.

Engineering Division

The Engineering Division provides copies of various maps (City map, topographic, flood plain, planimetric, etc.); reviews all subdivision and site plans; and administers the Thoroughfare Plan, Flood Damage Prevention Ordinance, and Soil Erosion and Sedimentation Control Ordinance. For more information, call the Engineering Division at 329-4467.

Environmental Concerns

Information on environmental concerns/issues is available in the Engineering Division of Public Works. Call 329-4467.

Equal Eyes: Informed Public and Police Against Crime

This is a public awareness crime prevention effort that teaches personal safety and crime prevention tips. It encourages citizens to contact the Police Department to report suspicious people and activities before a crime occurs. To discuss citizen concerns or to request information on crime prevention measures, call 329-EYES (3937).

Façade Improvement Grant Program

The City has set aside funds to help businesses in the city's uptown area to renovate and refurbish the exteriors of their buildings. To apply for a grant, call 329-4502.

Fair Housing Protection

(See Human Relations Office.)

False Alarms

(See Alarm Permits)

Farm Animals

Keeping pigs, hogs, or cows in the City is prohibited. Call Animal Control at 329-4387.

Fingerprinting Services

If you need to be fingerprinted for job-related purposes or to obtain a Visa, call the Police Identification Division at 329-4375. There is a \$15 fee. Please call ahead for an appointment.

Fire Codes & Violations

Greenville Fire/Rescue's Life Safety Services Division inspects businesses and commercial occupancies on a periodic basis or upon receiving a complaint. They also perform initial plan reviews and inspections of buildings being completed within the city's ETJ. Questions or code complaints should be directed to the Senior Fire Codes Official / Fire Marshal at 329-4415.

Fire Prevention

Fire education programs are presented to groups or organizations by request through the Fire Prevention Bureau. Programs specially designed to teach children fire safety techniques by using puppets and the Educational Clown Brigade are also available for presentations to groups and organizations. For more information, call the Life Safety Services Division at 329-4408.

Fire Reports

Copies of fire reports are available at the Fire/Rescue Headquarters, 500 South Greene Street, during regular business hours.

Firewood

When trees are removed from the City right-of-way, they are cut into firewood that may be purchased from the Public Works Department. Money received from the sales are used to purchase new trees and shrubs. Call 329-4522.

Fourth of July Celebration

This community event sponsored by the Greenville Jaycees is held every year at the Town Common. Local vendors, artists, and craftsmen display and sell food, beverages, arts and crafts, etc. Various entertainment is also available for all to enjoy. The evening ends with a dazzling display of fireworks. Call the Greenville Jaycees at 931-2854.

Garbage/Recyclable Collection

It is presumed that all residential units in the city receive refuse (garbage) service. When a Greenville Utilities account is activated (for water, power, etc.), so is the backyard collection fee. To switch to the curbside service, please call 329-4522.

Garbage and recyclables are collected once per week. A maximum of three (3) 32-gallon containers for garbage and two (2) 32-gallon containers for recyclables may be emptied each pick-up day (single-family dwellings). All containers should have tight-fitting lids and leak-proof bottoms and be placed outside fenced yards, houses, garages, or

porches (see also Trash Collection, Leaf Collection, Roll-out Refuse Carts, Recycling, Sanitation Division, and Holiday Closings). **Containers should be placed out for collection the night before pick-up, and put back before dawn the day after pick-up.** Apartments and condominiums use large containers (instead of trash cans) for refuse disposal and recycling. For information or to report a problem, call the Sanitation Division of the Public Works Department at 329-4522.

Golf Course

The Recreation and Parks Department operates Bradford Creek Golf Course - a public, 18-hole golf course that stretches across 282 acres north of the Tar River just minutes from downtown. Bradford Creek features a golf course, clubhouse and driving range. For more information, call 329-4653.

Grants and Loans for Housing and Community Development

Financial assistance is available for some housing and community development projects including community revitalization efforts, economic development, and substandard housing renovations. For more information, call 329-4481.

GREAT - Greenville Area Transit (See bus service).

Greenways

Greenways are linear parks that provide interconnected green spaces for biking, jogging, and walking. Greenville has a master plan for a city-wide greenway system. Presently the 1.3 mile Green Mill Run Greenway Pilot Project is open connecting Green Springs Park, Elm Street Park, and ECU's College Hill. For more information, call 329-4116.

GTV-9

GTV-9 is the City's government access channel. It can be found on cable channel 9, and it promotes various items of interest such as City-sponsored events, meetings, policies, services, City and GUC job vacancies, etc., to keep the residents of Greenville informed. This government access channel also broadcasts the meetings of the City Council and several boards and commissions. For more information, call the Public Information Office at 329-4131.

Historic Preservation

The City has an active program of historic preservation with districts and many properties listed as historically significant on both the local

and the national registers. For more information, call the Community Development Department at 329-4502.

Holiday Closings

City offices are closed on the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and two days for Christmas. There is no garbage or trash pick-up on these days. City bus service does not operate on some holidays.

Home Ownership

This program offers financial assistance in the form of grants and loans to help with down payment and/or closing costs. For more information, call the Housing Division of the Community Development Department at 329-4481.

Housing Code

Housing units in the City must be fit for human habitation as outlined in the Minimum (Model) Housing Code. For assistance in determining if a residence meets the City's minimum requirements or to report substandard housing, call the Code Enforcement Division of the Police Department at 329-4300.

Human and Community Relations Office

The Human Relations Office, part of the Community Development Department, provides assistance regarding fair housing protection, affirmative action, equal employment opportunities, employment discrimination, tenant-landlord problems, Americans with Disabilities Act accommodations, and other citizen concerns. Call 329-4494.

Inclusive Communities Initiative

The City has long tried to be inclusive of all peoples regardless of race, socio-economic status, nationality, physical ability, and so forth. The City Council voted in 2007 to join communities across the nation and become a part of the National League of Cities' Inclusive Communities Initiative. For more information, please call the Human Relations Officer at 329-4494.

Inspections Division

The Inspections Division of the Public Works Department handles building permits, construction inspections, and plan reviews. Call 329-4466.

Intergenerational Center

The Lucille W. Gorham Intergenerational Center is a complex of buildings on West Fifth Street formerly St. Gabriel's Catholic Church. The City purchased the land and buildings and, through partnerships with East Carolina University, Pitt Community College, and the Little Willie Center, provides various services and programs to the community. For more information, please call 328-5800.

International Festival

This annual event features international costumes, music, dance, fine arts exhibits, foods, and educational displays with a global theme. Come to this annual springtime event at the Town Common. It has merged with several other festivals to become PirateFest. Call 329-2489 or visit our website at www.gnifest.com for more information.

Itinerant Merchants License

Transient or itinerant merchants or vendors who would like to sell their merchandise within the City must first obtain a license. Call the Police Department at 329-4320.

Job Line

The Human Resources Department maintains a Job Line, which is accessible 24 hours a day. The Job Line, 329-4055, is a recorded message indicating the current jobs available with City of Greenville government and information about how to apply for the vacancies. You can also find employment information at www.greenvillenc.gov.

Junk Cars

(See Abandoned and Junk Vehicles.)

Keep Greenville Beautiful

Keep Greenville Beautiful, Inc. was accepted as part of the Keep America Beautiful, Inc. system in 2007. The key component of the organization is to keep our community litter-free with efforts ranging from graffiti elimination to increased recycling. Emphasis will be placed on raising public awareness through public education. For more information, please call 329-4522.

Lawns - Overgrown or Littered

(See Weeds and Vegetation Control.)

Leaf Collection

Leaves are collected loose at the curbside during the months of

November through March with vacuum machines (do not bag). For further information, contact the Sanitation Division of the Public Works Department at 329-4522.

Leash Law

The City of Greenville has a 24-hour leash law. Every person owning or keeping a dog must keep it on his/her premises. Dogs are permitted off the owner's property if the dog is on a leash or under some other means of physical control. (see also Off-Leash Dog Area) Dogs found running at large will be picked up and taken to the Animal Shelter on County Home Road. Owners will be cited and fined for these violations. (See also Animal Control.) To report a dog running at large or other animal problems, call 329-4387 or 329-4315.

Libraries

Sheppard Memorial Library and its branches provide free public libraries to the citizens of Greenville and Pitt County. The main branch is located at 530 South Evans Street, the Carver Branch is at 614 West 14th Street, and the East Branch is housed at Jaycee Park, 2000 Cedar Lane. The Library also has branches in Winterville and Bethel. For more information, please call 329-4580.

Licenses

(See Business Licenses and Itinerant Merchants License.)

Litter and Debris Control

To report litter problems on City streets or public property, call the Sanitation Division of the Public Works Department at 329-4527. To report unsightly and hazardous debris on private property, call the Code Enforcement Division of the Police Department at 329-4300.

Maps

Large blueprint maps of the City may be purchased from the Engineering Division of the Public Works Department. Call 329-4467. Maps of City recreation and park facilities are available from the Recreation and Parks Department. Call 329-4567. Zoning and Land Use maps are available from the Community Development Department. Call 329-4498. Street maps of the city are available for sale through the Chamber of Commerce. Call 752-4101.

Metropolitan Planning Organization (MPO)

Comprised of representatives from Greenville, Ayden, Simpson, Winterville, Pitt County, NCDOT, and the Mid-East Commission, this

organization is responsible for coordinating transportation-related planning for the Greenville Urban Area. This includes highways, bridges, railroad crossings, bikeways, public transportation and enhancement projects. The City of Greenville is the Lead Planning Agency and coordinates the activities of the Metropolitan Planning Organization. Call 329-4476.

Minority and Women's Business Enterprise (M/WBE) Program

The M/WBE program for the City of Greenville and Greenville Utilities Commission is administered by the Financial Services Department. The program provides technical assistance to minority and women businesses in facilitating their participation in construction projects, purchasing, and professional and personal service contracts with the two organizations. For more information about the M/WBE program, call 329-4862 or look on the City's website under Purchasing.

Mobile Home Permits

Mobile home permits are required for placement of any mobile home in the City and within the one-mile zoning area of the City. Call the Inspections Division of the Public Works Department at 329-4466.

Mosquito Control

The Public Works Department will occasionally spray for mosquitoes during the summer months. To request this service, please call 329-4522.

Noise Control

The City has a noise ordinance regulation for allowable noise levels in the City. This ordinance prohibits any outdoor amplified sound without a permit. Violators will be fined. To obtain a permit or to report a noise problem, call the Police Department at 329-4315.

Off-Leash Dog Area (OLDA)

Dog owners may bring their dogs to this fenced-in park on Ash Street (north of First Street) to socialize with other dogs and dog owners. There are two areas, one for large dogs and another for small dogs. Water, benches, and some shade are provided. Cleaning up after your dog is required (bags are provided but supplies may run out). For more information, please call 329-4567.

The park is patrolled by Park Rangers and a volunteer group called "Friends of the OLDA" (which also provides assistance, guidance, and information to park users). To learn more about this group, call 329-4387.

Parade Permits

Any group wishing to parade within the City must apply for a permit at least five working days prior to the parade date. Call the Records Division of the Police Department at 329-4328.

Parking Tickets

Two-hour free parking is available in the downtown business district (a limited number of 30-minute parking spaces are available). If you park over the allowable limit, you will receive a parking ticket. You will also be ticketed if you park left to curb, in a fire lane, in a loading zone, or blocking a driveway or fire hydrant, etc. Fines may be paid by mail, online at the City's website, and at the first-floor window in City Hall. There is a penalty for failing to pay within 10 days after receiving the ticket. An additional penalty is added if not paid within 30 days. Call the Police Department at 329-4315 or the Financial Services Department at 329-4450.

Parks

The Recreation and Parks Department operates more than 20 parks. City parks include picnic shelters, gymnasiums, playing fields, playground equipment, tennis courts, basketball courts, exercise trails, baseball and softball diamonds, an outdoor swimming pool, walking paths, fishing ponds, nature trails, a lawn games area, a disc golf course, an off-leash dog area, and a golf course. (For a listing and locations of parks, see the City Buildings and Facilities Section). Call 329-4567.

Permits

(See Building Permits, Mobile Home Permits, Inspections Division.) For information about other permits, including electrical permits, mechanical permits, and plumbing permits, call the Inspections Division of the Public Works Department at 329-4466. For information about permits for pyrotechnics, fireworks, open burning and bonfires, call Greenville Fire/Rescue at 329-4415.

Picnic Shelters

The Recreation and Parks Department maintains picnic shelters in several City parks. These shelters are available for use by citizens. To reserve a picnic shelter, call 329-4567.

Planning Division

Land development, long-range planning and zoning matters are handled by the Planning Division of the Community Development Department. (See also Comprehensive Plan, Greenways, Zoning, Demographic Information, and Sign Ordinance). Call 329-4498.

Police Reports

A copy of a police report may be obtained from the Records Division of the Police Department for a small fee. Call 329-4325.

Public Comment

The City Council provides a public comment period during the Council's regular Thursday meeting, allowing citizens to speak up to three minutes on issues that are not the subject of a public hearing. The public comment period will not exceed thirty (30) minutes. For more information, please call 329-4422.

Public Information Office

The Public Information Office is a part of the City Manager's Office and is responsible for the Citizens' Academy, the Government Access Channel (GTV-9), media relations, and the publication of a variety of City brochures and newsletters. Call 329-4131.

Puppet Show

The Fire/Rescue Department has a puppet show which teaches children fire safety techniques. Call the Greenville Fire Prevention Bureau at 329-4408.

Rabies Vaccinations

All dogs and cats are required by state law to be vaccinated against rabies. Dogs in the City limits must wear their rabies tag at all times. Owners will be fined if found to be in violation of this law. Call your veterinarian or call the Animal Shelter at 902-1725.

Recreation Centers/Facilities

The Recreation and Parks Department operates several recreation centers - Bradford Creek Golf Course, Greenville Aquatics & Fitness Center, Sports Connection, Teen Center, River Birch Tennis Center, the Jaycee Park Recreation-Library Complex, C.M. Eppes Recreation Center, South Greenville Recreation Center, and Elm Street Gym/Center. Program information is available by calling 329-4567.

Recycling

The City of Greenville and Pitt County encourage all citizens to recycle cardboard, newspapers, magazines, glass, plastic bottles, aluminum and bi-metal drink cans, and steel food cans. City residents have recycling picked up the same day as their trash. For a brochure with a list of tips and recycling sites, call the Sanitation Division of the Public Works Department at 329-4522.

Rescue Services (see EMS – Emergency Medical Services)

For emergency rescue service, dial 9-1-1. Information about rescue bills is available by calling 329-4449.

River Park North

This is a 360-acre park and science and nature center with facilities for nature trails, picnicking, fishing, camping, pedal boating, and canoeing. The park is located north of the Tar River on Mumford Road. Call 329-4560.

Sanitation Division

The Sanitation Division provides the basic services of refuse, recycling, and leaf collection, as well as mosquito and rodent control. Refuse and recyclables collection is provided once weekly. Yard and household trash is picked up at curbside once a week. Call 329-4522. (See also Garbage/Recyclable Collection, Holiday Closings, Leaf Collection, Mosquito Control, Recycling, and Trash Collection).

Sidewalks

Requests for new sidewalks or repairs to existing sidewalks can be made by calling the Public Works Department at 329-4467.

Sign Ordinance

The City Council enacted the Sign Ordinance in order to make the City more aesthetically pleasing and reduce distractions and potential hazards. The ordinance regulates the size and placement of signs in the City. Permits are required before the installation of any permanent or temporary sign. Discuss the proposed sign with the Community Development Department at 329-4498 before investing time or money.

Skateboard/In-Line Skating Park

This skating area is located at Jaycee Park. All users must wear protective gear. .Call 329-4542 for more information.

Small Business Programs

For more information, call the Community Development Department at 329-4502.

Smoke Detector Program

The Fire/Rescue Department has a number of programs that are designed to install smoke detection devices in homes of city of Greenville residents who cannot afford one at no cost to the resident. Call 329-4408.

Soil Erosion and Sedimentation Control

There are regulations controlling activities during the development of private property so there is no damage to the land and watercourses downstream of the development. If you need to report soil erosion or sedimentation problems, call the Public Works Department at 329-4477.

Solicitation Permits

For information about Solicitation Permits, call the Records Division of the Police Department at 329-4328.

Special Olympics

Greenville and Pitt County provide year-round sports training and athletic competition in a variety of Olympic-style sports for children and adults with mental retardation. For more information, call the Recreation and Parks Department at 329-4541.

Spring Clean-Up

The City and its Community Appearance Commission co-sponsor the clean-up each year. The purpose is to encourage groups/individuals to volunteer to clean up public rights-of-way and private lots of disabled persons. Private property owners are also encouraged to make an extra effort in cleaning their properties. The Citywide clean-up runs for one week during the last week of March or first week of April. For more information, contact Code Enforcement at 329-4364.

Stormwater Utility

Stormwater runoff is the water that flows overland during and after rains. This runoff, particularly in urban areas, can carry litter to our drains, open channels, and then contaminate our streams, rivers and lakes. A Stormwater Utility Fee is charged on every utility bill and pays for maintenance on pipes, storm drainage structures and streams. For questions about this fee, please call 329-4688.

Street Closing Permits

For information about Street Closing Permits, call the Records Division of the Police Department at 329-4328.

Street Cuts

Utilities, contractors, and other agencies needing to cut into the City street system should call the Public Works Department at 329-4530 for a street cut permit.

Street Lights

Requests for placement of street lights on City streets should be made to the City Engineer in the Public Works Department at 329-4525. To request repair of existing street lights, call Greenville Utilities Commission at 752-7166.

Street Locations

The Public Works Department can provide information on the location of City streets. Call 329-4467.

Street Maintenance

The Street Maintenance Division of the Public Works Department is responsible for constructing, repairing, and maintaining the streets, sidewalks, curbs and gutters, and storm drainage. Call 329-4530.

Street Sweeping

Weather permitting, all City streets with curbs and gutters are swept twice a month; downtown streets are swept six days a week. Call 329-4530.

Sunday in the Park

Sunday in the Park is a free concert series held every Sunday during the months of June and July. The concerts begin at 7:00 p.m. at the Town Common Amphitheater and are open to the public. Call the Recreation and Parks Department at 329-4567.

Surplus Vehicles & Equipment

Surplus items previously auctioned once a year are now made available for auction as they become surplus. Check out the City's website at www.greenvillenc.gov to find a link to the auction or call 329-4462.

Swimming Pool

An outdoor public swimming pool located on Myrtle Avenue is operated by the Recreation and Parks Department during the summer months. An indoor swimming pool is available for members of the Greenville Aquatics and Fitness Center. Call 329-4567 for information.

Talent Bank

The City of Greenville invites citizens to get involved by applying to serve on one of the 19 Boards or Commissions. For more information or to obtain a talent bank application, visit www.greenvillenc.gov or call the City Clerk's Office at 329-4423.

Taxes

The City's property tax rate is \$.52 per \$100 assessed value. All City property taxes are collected by Pitt County. This is a City-County cooperative effort, which consolidates resources and saves tax dollars. Properties are currently reassessed every four years. For more information, call the Pitt County Tax Collector's Office at 902-3425.

Teen Center

The Recreation and Parks Department operates the Teen Center and Perkins Athletic Fields at 1703 East 14th Street. For information on hours of operation and activities, call 329-4567.

Tennis Courts

The Recreation and Parks Department maintains and operates 24 tennis courts. River Birch Tennis Center, Elm Street Park, Thomas Foreman Park, Jaycee Park, and Evans Park have lighted tennis courts. River Birch courts may be reserved by calling 329-4559. All other courts are operated on a "first come, first served" basis. For information on tennis programs, call 329-4559.

Thoroughfare Plan

The Greenville Urban Area Thoroughfare Plan identifies existing and future streets in the City and its planning area. This public document is the long-range plan for efficient traffic movement. Call the Engineering Division of Public Works at 329-4467.

Tours of City Hall

Guided tours of City Hall, the Police Department, and the Fire/Rescue Department are available for schools, scouts, and other groups. Call the City Manager's Office at 329-4432.

Towed Vehicles

If your car has been towed for illegal parking, go to the Police Department to sign the vehicle tow report. You will then be able to retrieve your car from the tow truck operator's containment area. Call 329-4315.

Traffic Accident Report

If you have had a traffic accident that was investigated by the Police Department and you need a copy of the accident report, you may obtain a copy from the Police Department for a small fee. The report will not be available until 24 hours after the accident. Call the Police Records Division at 329-4325.

Traffic Services

This section of the Public Works Department's Engineering Division is responsible for the installation and maintenance of traffic control signs, street name signs, pavement markings, and traffic signals at intersections. To report a damaged or missing sign, call 329-4528. (After office hours, call the Police Department at 329-4315).

Trash Collection (back yard and curbside, front yard)

Trash is collected once a week. You can find your pick-up date on the City's website, greenvillenc.gov. Please do not place your trash in the streets or gutters. Tires, car batteries, paint and used motor oil will not be collected. (See also Garbage/Recyclable Collection, Holiday Closings, Leaf Collection, Recycling, and Sanitation Division). Get the holiday schedule online at www.greenvillenc.gov or call the Sanitation Division of the Public Works Department at 329-4522.

Trash / Recycling Roll-Out Carts

City-approved roll-out carts are available for purchase for garbage and recyclables in two sizes: 64-gallon for \$56 and 96-gallon for \$59. Using a City-approved container reduces your monthly refuse fee. Separate containers must be used for garbage and recyclables. For information, call the Public Works Department at 329-4522.

Underground Storage Tanks

For information on permits for the installation, removal, abandonment, and re-piping of underground tanks, call the Greenville Fire Prevention Bureau at 329-4390.

Vacation House Check Program

The Police Department will check on your house for you while you are away on vacation. Call 329-4315 to request this service.

Vehicle Tax

Each motor vehicle registered by the State of N.C. and resident in the City of Greenville on January 1 of each year is subject to an annual motor vehicle tax of \$20. This fee is included in the annual tax bill from the Pitt County Tax Collector.

Weeds and Vegetation Control

Property owners in the city must cut and remove grass/weeds on their property before it reaches a height of 10". If the owner fails to cut and maintain the lots after notification, the lot will be cut by a City of Greenville contractor. The cost of cutting, which will include an

administrative fee, will be charged to the owner. To report an overgrown lot, call the Code Enforcement Division of the Police Department at 329-4300.

Zoning

The City's zoning regulations control the location, size, height, setback, landscaping, and signage for all land uses and structures within the City's jurisdiction. To request rezoning of your property, you must fill out an application. Your request will be presented to the Planning and Zoning Commission for consideration. Zoning variances require an application to be submitted to the Board of Adjustment. Call the Community Development Department at 329-4498.

BOARDS & COMMISSIONS

Affordable Housing Loan Committee - est. February 1994

Duties: To assist City residents with home ownership

Meeting Time: Second Wednesday of each month at 3:00 p.m. in the Third Floor Conference Room of City Hall, 200 West Fifth Street

Board of Adjustment - est. September 1981

Duties: To hear and decide appeals concerning zoning issues under the terms of the Zoning Ordinance

Meeting Time: Fourth Thursday of each month (third Thursday of November and December) at 7:00 p.m. in the Council Chambers, Third Floor of City Hall, 200 West Fifth Street

Community Appearance Commission - est. April 1979

Duties: To promote, encourage, suggest, and solicit improved community appearance on public and private property

Meeting Time: First Wednesday of each month (except July and August) at 5:30 p.m. in the Third Floor Conference Room of City Hall, 200 West Fifth Street

Environmental Advisory Commission - est. March 1975

Duties: To recommend matters of environmental concern and to serve as a technical advisor to the City Council

Meeting Time: First Thursday of each month (except July) at 5:30 p.m. in the Conference Room of the Public Works Department, 1500 Beatty Street

Firemen's Relief Fund Committee – established January 1907

Duties: To administer the state supplemental retirement funds for retired firefighters

Meeting Time: Open - twice each year on any given day in February and June, in the First Floor Conference Room of the Police - Fire/Rescue Building, 500 South Greene Street

Greenville Utilities Commission - est. March 1941

Duties: To supervise and control the management, operation, maintenance, improvement, and extension of public utilities

Meeting Time: Third Tuesday of each month at 5:30 p.m. in the Greenville Utilities Commission Building, 401 South Greene Street. Workshops, if needed, are held on the second Tuesday of each month at 5:30 p.m.

Historic Preservation Commission - est. December 1988

Duties: To recommend to City Council properties or districts for designation as historic properties or districts

Meeting Time: Fourth Tuesday of each month at 7:00 p.m. in the Council Chambers of City Hall, 200 West Fifth Street

Housing Authority - est. May 1961

Duties: To promote safe and sanitary public housing in the City

Meeting Time: Last Monday of each month at 5:30 p.m. at the Central Housing Authority Office, 1103 Broad Street

Human Relations Council - est. February 1972

Duties: To organize and implement programs dealing with problems of human relations; and promote understanding, respect, good will, and equality of opportunity for all citizens

Meeting Time: First Wednesday of each month (except July and August) at 7:00 p.m. in the Third Floor Conference Room of City Hall, 200 West Fifth Street

Investment Advisory Committee - est. August 2006

Duties: To assist in developing and evaluating investment strategies and options by the staff Investment Committee in compliance with the investment guidelines in the policy for the City of Greenville

Meeting Time: Three times a year during April, August, and December at 12:00 p.m. in the Third Floor Conference Room of City Hall, 200 West Fifth Street

Pitt-Greenville Airport Authority - est. June 1967

Duties: To operate and maintain the jointly-owned City and County airport; establish rules and regulations for the operation of the airport, landing field, and related facilities

Meeting Time: Second Thursday of even months at 12:00 p.m. in the Conference Room of the Airport Terminal Building at the Pitt-Greenville Airport, Airport Road.

Pitt-Greenville Convention and Visitors Authority - est. July 1987

Duties: To oversee the spending of the occupancy tax revenue; to advise and assist in the promotion of activities and programs aiding and encouraging travel, tourism, and conventions

Meeting Time: Second Thursday of odd months at 5:30 p.m. in the Convention and Visitors Bureau Conference Room at the Convention Center, 303 SW Greenville Boulevard.

Planning and Zoning Commission - est. June 1956

Duties: To act in an advisory capacity to conduct planning studies within the City and its extraterritorial areas and prepare and adopt plans for achieving objectives for future development; to administer and enforce planning and zoning regulations

Meeting Time: Third Tuesday of each month at 6:30 p.m. in the City Council Chambers, Third floor of City Hall, 200 West Fifth Street

Police Community Relations Committee - est. September 1996

Duties: To serve as a liaison between the community and police over concerns; to serve as an advocate for programs, ideas, and methods to improve relationships between the community and the Police Department

Meeting Time: Second Wednesday of each month at 7:00 p.m. Location determined by the Committee.

Public Transportation and Parking Commission - established in November 1998

Duties: To investigate, review and study the transit needs of the citizens of Greenville and the parking needs of the Uptown area.

Meeting Time: Third Wednesday of every month (except July and December) at 9:15 a.m. in the Conference Room, Public Works Department, 1500 Beatty Street

Recreation and Parks Commission - est. Jan. 1951

Duties: To promote recreation and develop parks for Greenville citizens

Meeting Time: Second Wednesday of each month (except July and

August) at 5:30 p.m. in the Jaycee Park Administrative Building, 2000 Cedar Lane

Redevelopment Commission - est. June 2002.

Duties: To promote redevelopment of the blighted areas within the territorial limits of the City of Greenville in the interest of the public health, safety, morals or welfare of the residents of the City of Greenville.

Meeting Time: First Tuesday of each month at 5:30 p.m. in the Third Floor Council Chambers of City Hall, 200 West First Street

Sheppard Memorial Library Board

Duties: To establish policies for the Library; to select the Library Director; to provide and maintain adequate Library buildings, grounds, and equipment

Meeting Time: Third Wednesday of odd months, beginning in January, at 5:30 p.m. in the Conference Room of Sheppard Memorial Library, 530 Evans St.

Youth Council - est. August 2005

Duties: To make recommendations to City Council regarding issues affecting the City of Greenville, emphasizing those issues of particular interest to youth; to provide leadership and guidance in matters relating to the youth of the City of Greenville, to individuals, to public and private organizations and agencies; and to comment on requests made to the City Council related to the areas of particular interest to young people.

Meeting Time: Second and Fourth Monday of each month at 6:30 p.m. in the Third Floor Conference Room of City Hall, 200 West Fifth Street

NOTE: Although each board or commission has a specified meeting time, meeting dates and locations are subject to change due to holidays or other special circumstances.

All boards and commissions consist of citizen volunteers who are appointed to serve specific terms. The City Clerk's Office maintains a Talent Bank of applications from citizens who have expressed an interest in serving on a board or commission. For additional information or a Talent Bank application, visit the City's website at www.greenvillenc.gov or call 329-4423.

CITY OFFICES & PHONE NUMBERS

Police or Fire/Rescue Emergency	911
Citizen Action Line	329-CITY
City Attorney's Office 1st Floor of City Hall, 200 West Fifth Street	329-4426
City Clerk's Office 1st Floor of City Hall, 200 West Fifth Street	329-4421
City Manager's Office 1st Floor of City Hall, 200 West Fifth Street Public Information	329-4432 329-CITY (2489)
Community Development Municipal Building, 201 West Fifth Street	329-4504
Urban Development Division	329-4502
Historic Preservation	329-4502
Housing Division	329-4481
Human/Community Relations Office	329-4494
Land Development & Zoning Division	329-4498
Financial Services	329-4444
Accounting and Administration - City Hall 2nd Floor	329-4437
M/WBE Program - Public Works Annex	329-4862
Purchasing Div. - Public Works Annex	329-4463
Revenue Collections - City Hall 1st Floor	329-4450
Fire/Rescue Headquarters	329-4390
Fire/Rescue Emergency	911
Fire Station #1 - 500 S. Greene Street	
Fire Station #2 - 2490 Hemby Lane	
Fire Station #3 - Charles Blvd. & Red Banks Rd.	
Fire Station #4 - 200 Staton Road	
Fire Station #5 - 255 Rollins Drive	
Fire Station #6 - 3375 E. 10th Street	

Mayor's Office	329-4419
1st Floor of City Hall, 200 West Fifth Street	
Information Technology	329-4068
2nd Floor of City Hall, 200 West Fifth Street	
Human Resources	329-4492
City Hall	
Risk Administrator	329-4452
Job Line	329-4055
Training Center	329-4491
Police	329-4315
Police Emergency	911
Headquarters, 500 S. Greene Street	
Animal Control Division	329-4387
Code Enforcement	329-4300
Investigations Division	329-4365
Operations Bureau	329-4332
Support Division	329-4320
Public Works	329-4522
1500 Beatty Street	
Buildings & Grounds Division	329-4531
Engineering Division	329-4467
Garage Division	329-4526
Inspections Division, Municipal Building	329-4466
Sanitation Division	329-4527
Stormwater Utility	329-4468
Street Maintenance Division	329-4530
Traffic Services Division	329-4528
Transit Division (GREAT bus service)	329-4532
Recreation and Parks	
RECREATION BUILDINGS	
Administrative Offices	329-4567
2000 Cedar Lane, Jaycee Park	
Aquatics & Fitness Center	329-4041
921 Staton Blvd.	

Arts and Crafts Center	329-4546
2000 Cedar Lane	
Barnes-Ebrom-Taft Community Center	757-3216
102 Park Access Road	
Bradford Creek Golf Course	329-4653
4950 Old Pactolus Road	
Elm Street Center	329-4553
Elm Street Gym	329-4650
Eppes Recreation Center/Gym	329-4548
304 Nash Street	
H. Boyd Lee Park	329-4550
5184 Corey Road	
Maintenance Center	329-4557
100 New Street	
River Birch Tennis Center	329-4559
625 West Arlington Boulevard	
River Park North	329-4560
Science and Nature Center	
1000 Mumford Road	
Skate Park	329-4120
2000 Cedar Lane	
South Greenville Center/Gym	329-4518
851 Howell Street	
Sports Connection	215-9090
1701 East 14th Street	
Swimming Pool	329-4563
2113 Myrtle Avenue	
Teen Center	329-4566
1703 14th Street Extension	

PARKS

Andrew A. Best Freedom Park – 315 Oakdale Road
 Beatrice Maye Garden Park - Tyson Street
 Bradford Creek Soccer Complex - Old Pactolus Road
 Dream Park - 1700 Chestnut Street
 Elm Street Park - Elm Street
 Evans Park - Arlington Boulevard
 Green Springs Park - East Fifth Street
 Greenfield Terrace - Greenfield Boulevard

Guy Smith Stadium - Moye Boulevard
H. Boyd Lee Park - 5184 Corey Road
Hillsdale Park - Sunset Avenue
Jaycee Park - 2000 Cedar Lane
Off-Leash Dog Area – 1703 River Drive
Paramore Park - Firetower Road
Peppermint Park - East 14th Street
River Park North - 1000 Mumford Road
South Greenville Gym & Center - 851 Howell Street
Sports Connection - 1701 East 14th Street
Teen Center/Perkins Little League Complex -
1703 East 14th Street
Thomas Foreman Park - Nash Street
Town Common - First Street
West Meadowbrook Park - Legion Street/Melody Lane
Westhaven Park - Cedarhurst Road
Woodlawn Park - Woodlawn Avenue

Other Recreation & Parks Numbers

Senior Programs	329-4551
Special Populations	329-4541

HELPFUL AREA INFORMATION

Airport

US Air offers flights in and out of the Pitt-Greenville Airport each day. The airport, located off North Memorial Drive on Airport Road, is managed, operated, and maintained by the Pitt-Greenville Airport Authority. Call 758-4707.

Art Centers

The Greenville Museum of Art, located at 802 South Evans Street, offers changing visual arts exhibits and art classes. Call 758-1946. East Carolina University operates the Gray Art Gallery in the Jenkins Fine Arts Building on the ECU campus. Call 328-6336.

Cable TV

Cable TV services are available from Suddenlink. The offices are located at 2120 West Arlington Boulevard. Call 756-5677.

Calendar of Community Events

A calendar of festivals, art exhibits, performing arts events, and other cultural events is maintained by the Convention and Visitors Bureau. Call 329-4200.

Chamber of Commerce

The Greenville-Pitt County Chamber of Commerce develops, encourages, promotes, and protects the commercial, financial, general business, and residential interests of the Pitt County and Greenville area. Chamber offices are located in the historic Fleming House at 302 South Greene Street. Call 752-4101.

Convention and Visitors Bureau

The Greenville-Pitt County Convention and Visitors Bureau, located in the Greenville Convention Center at 303 SW Greenville Boulevard, is the umbrella organization for the area's hospitality industry. The Bureau provides comprehensive services for conventions, meetings, events and tour planners, as well as for visitors to Greenville, Pitt County, and Eastern North Carolina. Call 329-4200.

Courts

The Pitt County Courthouse is located on the corner of Third and Evans Streets. For information about court cases, call the Clerk of Court at 695-7100.

Driver's Licenses

The North Carolina driver's license office is located in the Carolina East Centre on Memorial Drive (Highway 11). Call 830-3456.

Economic Development

Economic development programs are provided by the Pitt County Development Commission (758-1989) and the City's Urban Development Division of the Community Development Department (329-4502).

Education

The Pitt County Board of Education/School Administration Building is located at 1717 West Fifth Street (830-4200). Pitt Community College is located on Highway 11 south of Greenville (493-7200). East Carolina University is a state-supported four-year university located in downtown Greenville (328-6131).

Habitat for Humanity

Habitat for Humanity seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action by building simple, decent houses in partnership with people in need. The Habitat for Humanity office is located at 210 East 14th Street. Call 758-2947.

Homeless Shelter

The mission of the Greenville Community Shelters is to assist in providing for the basic human needs of persons who are temporarily homeless. Guests are required to participate in programs designed to promote responsible, independent living. The shelter is located at 207 Manhattan Avenue. Call 752-0829.

Hospital

Pitt County Memorial Hospital, part of the University Health Systems of Eastern Carolina, is a private, not-for-profit regional referral center that serves 29 counties in eastern North Carolina. The hospital is located on Stantonsburg Road. Call 816-4100.

Housing Authority

The Greenville Housing Authority owns and manages 714 low-rent housing units located in seven projects throughout the city, including a 60-unit mid-rise for elderly citizens. The Authority also owns, manages, or administers 613 "Section 8" units. For additional information, call 329-4000.

Landfill

Pitt County operates several landfill facilities for Greenville and County residents. Call 902-3350 for the waste and recycling collection site nearest you. The City and County urge all residents to recycle and save space in the landfills. For recycling information, call 902-3350.

Legal Aid Services

Legal Aid of North Carolina at 308 South Evans Street provides free legal services for qualified low-income residents in cases involving civil matters. Call 758-0113.

Libraries

Sheppard Memorial Library and its branches serve the citizens of Greenville and Pitt County. The main library is located at 530 South Evans Street, Greenville; the Carver Branch is at 614 West 14th Street, Greenville; the East Branch is housed in the Recreation/Library Center at Jaycee Park, 2000 Cedar Lane, Greenville; the Bethel Branch is located at 201 Ives Street, Bethel; and the Winterville Branch is located at the 2613 Railroad Street, Winterville. For information about library services and activities, call 329-4580; Children's Library, 329-4581; Carver Branch, 329-4583; East Branch, 329-4582; Bethel Branch, 825-0782; Winterville Branch 756-1786.

License Plates

To get a new license plate, go to the local office of the N.C. License Plate Agency at 800-B Mall Drive in the Carolina East Centre (756-5099).

Pitt County

Pitt County Administrative Offices are located at 1717 West Fifth Street. The number for the County Manager's Office is 902-2951.

Post Office

The U.S. Postal Service maintains three offices within the City Limits of Greenville. The Main Post Office is located at 300 West Second Street (752-2153). The Carrier Annex is located at 2728 South Memorial Drive (321-2291). The ECU Post Office is located at 806 East Tenth Street across from the campus of East Carolina University (758-2988).

Services for the Disabled

To find out what services are available for disabled citizens in Greenville, call the Independent Living Program at 830-3471.



Social Security

The Social Security Administration maintains an office in Greenville at 2805 Charles Boulevard. For more information, call 758-1634.

State-Maintained Roads

The North Carolina Department of Transportation maintains the state highway system. If you need to report a problem concerning highways or other state-maintained roads in Greenville, call 830-3490.

United Way

The United Way of Pitt County is a non-profit organization which provides financial, volunteer, and management support to 19 local human care agencies. For more information about these agencies and the services they offer, call 758-1604.

Utility Services

Water, sewer, electricity, and natural gas services are provided by Greenville Utilities Commission, located at 401 South Greene Street. For information about services or bills, call 752-7166. For information about gas repairs, call 830-2317.

Voter Registration

Elections for the City of Greenville are supervised by the Pitt County Board of Elections. To register to vote or get more information, visit the Board of Elections at 1717 West Fifth Street (behind the main County office building) or call 902-3300.

HELPFUL AREA PHONE NUMBERS

Airport Authority, Pitt-Greenville	758-4707
Better Business Bureau (Raleigh)	1-800-222-0950
Cable TV (Suddenlink)	756-5677
Chamber of Commerce, Greenville-Pitt County	752-4101
Clerk of Court, Pitt County Government	695-7100
Convention and Visitors Bureau, Pitt-Greenville	329-4200
Department of Motor Vehicles (Driver's License Bureau)	830-3456
District Attorney, Pitt County	695-7200
East Carolina University Information	328-6131
Greenville Community Shelter	752-0829
Greenville Jaycees	931-2854
Greenville Museum of Art	758-1946
Greenville Utilities Commission	752-7166
Housing Authority, Greenville	329-4000
Humber House, NC Division of Archives and History	830-6580
License Plate Agency	756-5099
Magistrate's Office	695-7395
Pitt County Animal Shelter	902-1725
Pitt County Board of Elections	902-3300
Pitt County Council on Aging	752-1717
Pitt County Development Commission	758-1989
Pitt County Health Department	902-2300
Pitt County Memorial Hospital	847-4100
Pitt County Offices	902-2951
Pitt County Register of Deeds	902-1650
Pitt County Schools	830-4200
Pitt County Social Services	902-1110
Pitt County Tax Collector	902-3425
Probation & Parole Office	830-8590
Sheppard Memorial Library	329-4580
Social Security Administration Office	758-1634
Uptown Greenville Association	561-8400
U.S. Post Office (Main Branch)	752-2153
West Greenville Community Development Corporation	752-9277



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